



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 3**

**#T2763 PROJECT OFFICER I
MONTHLY SALARY: \$5571 to \$6728**

**#T2764 PROJECT OFFICER II
MONTHLY SALARY: \$6421 to \$7764**

APPLICATION FILING PERIOD: FIRST DATE: September 21, 2007

LAST DATE: November 9, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITIONS: **Project Officers I** manage and coordinate all functions included in the design and construction of small to medium City construction projects from the design stage through completion of construction; assist **Project Officers II** in managing large, complex construction projects; may supervise **Project Inspectors**; and perform other related duties as assigned. **Project Officers II** supervise **Project Officers I** in the management of small to medium City construction projects; manage the operation and construction of large complex architectural projects from the design stage through completion of construction; and perform other related duties as assigned.

REQUIREMENTS: For each position, you must meet the education **AND** experience requirements listed below on the date you apply, unless otherwise indicated.

EDUCATION: **Proof of degree/transcripts must be submitted to the Personnel Department.**

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester / 180 quarter).

-AND-

EXPERIENCE: **PROJECT OFFICER I/II:** Three/four years of full-time commercial, industrial, governmental, park construction or large scale residential construction project management experience. **Qualifying experience MUST include:**

1. Preparing and reviewing contract documents.
2. Planning, coordinating, estimating, scheduling, and inspecting construction projects.

NOTES:

1. One year of full-time professional engineering, architectural, landscape architectural or plan review experience may be substituted for a maximum of one year of the required construction project management experience.
2. Employees with valid State of California registration as a Professional Civil, Communication, Electrical, Mechanical, Structural or Traffic Engineer are eligible for an additional 15% pay.
3. In addition to salary, these positions receive annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity and offers 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement. Benefits currently offered to employees may be subject to future modifications.

LICENSE: A valid California Class C Driver's License **is required at the time of hire.**

HOW TO APPLY: You must complete a STANDARD EMPLOYMENT APPLICATION for the position(s) by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Separate eligible lists will be established for **Project Officer I and Project Officer II**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, and training classes); and provide comprehensive information regarding what duties you have performed. If you do not have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Specify the exam number and title of the positions listed below for which you are applying. Only the positions you indicate will be automatically added to your file.
T2763 Project Officer I
T2764 Project Officer II
2. Indicate if you are meeting the **EDUCATION** requirement with a Bachelor's Degree **or** equivalent education (i.e., minimum completed units = 120 semester / 180 quarter). **You must submit proof of degree/transcripts to the Personnel Department.**
3. Indicate if you are substituting one year of full-time professional-level engineering, architectural, landscape architectural or plan review experience for a maximum of one year of the required construction project management experience.

4. Indicate in which of the following areas you are meeting the **CONSTRUCTION PROJECT MANAGEMENT EXPERIENCE** requirement.
 - a. Commercial
 - b. Industrial
 - c. Governmental
 - d. Park Construction
 - e. Large Scale Residential
5. Describe your **CONSTRUCTION PROJECT MANAGEMENT** experience with preparing and reviewing contract documents in the areas listed below. Include the name/type of construction projects, dates you worked, the number and titles of people on your project team, your job title and your level of responsibility.
 - a. Prepare construction design.
 - b. Coordinate and review construction designs in various stages.
 - c. Coordinate review of structural, traffic, electrical, mechanical, or landscape documents/designs.
 - d. Review contract documents prior to bid advertising.
 - e. Prepare construction progress reports.
6. Describe your **CONSTRUCTION PROJECT MANAGEMENT** experience in the areas listed below. Include the name/type of construction projects, dates you worked, the number and titles of people on your project team, your job title and your level of responsibility.
 - a. Plan construction projects including setting design completion dates and construction time frames, meeting permit requirements, and researching and addressing.
 - b. Coordinate construction projects with designers, contractors, inspectors, public agencies, land owner, and financial management.
 - c. Estimate construction project job costs and control expenditures.
 - d. Schedule overall construction projects from start-up to completion including contractors, permits and inspectors.
7. Describe your experience supervising staff performing **CONSTRUCTION PROJECT MANAGEMENT** support functions. Include the number and titles of those you have supervised and indicate their duties and your level of responsibility.

SMS/September 21, 2007/Class 1751;1752

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

"WORKING HARD TO KEEP SAN DIEGO WORKING" by providing "America's Finest Service for America's Finest City"

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER